

## **Grounds Maintenance I**

The primary duties of Grounds Maintenance I, are movement of mattresses and recyclable materials at the Tipping Facility, acting as Tip Facility Attendant, and cleaning and janitorial tasks.

### **Major Responsibilities and Activities**

- Load and unload mattresses and recyclable materials.
- Perform litter control by picking up debris on and off the property.
- Clean buildings, including vacuuming, dusting, and janitorial duties.
- Load and unload deliveries.
- Perform snow removal using motorized and manual methods.
- Use radio and telephone.
- Demonstrate continual effort to improve operations, reduce turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
- Work safely without presenting a threat to self or others and maintain good housekeeping.
- Clean and maintain assigned work area and any applicable equipment.
- Perform related duties as required.

### **Tip Facility Attendant**

- Communicate with Operations inside building to safely and effectively position in-bound material for maximum processing.
- Meet and greet all customers using this portion of the facility.
- Direct customers to proper unloading areas for materials.
- Manage customer traffic to avoid conflicts and safety issues.
- Communicate with Supervisor regarding any needs for the area.

### **Physical/Environmental Requirements**

Regularly perform work outdoors with exposure to a variety of weather conditions, odors, dust, and dirt. Must be able to lift/move/carry up to 50 lbs. Must be able to remain standing/walking at least 75% of time. Climbing and sitting comprise about 10% each of workday. Lifting and pushing/pulling comprises about 75% of work day.

### **Minimum Requirements**

- High school diploma or GED.
- Must possess current, valid driver's license and maintain a satisfactory driving record and be insurable to operate vehicles.
- A minimum of three months related experience in warehousing, moving materials, general labor, and/or janitorial work.
- Ability to understand assigned tasks and develop procedures to maintain/increase efficiency.
- Read, write, and speak English.
- Knowledge of safety procedures and ability to work safely around equipment.
- Use some independent judgment in performing duties.

- Ability to communicate effectively and work collaboratively and tactfully with co-workers, management, and the general public.
- Must be able to work overtime hours as needed.

We have a great compensation package including medical, dental, pension, 457, PTO, life and disability. Qualified Candidates only. Please send cover letter, resume to [humanresources@rirrc.org](mailto:humanresources@rirrc.org) by July 28, 2017. E/O/E